

Terms of Reference

CoARA National Chapter Sweden

Purpose

The National Chapter serves as a forum for Swedish universities, other higher education institutions, research organisations, and research funders. Its purpose is to promote the exchange of experiences and models for the successful and responsible implementation of commitments within the Coalition for Advancing Research Assessment (CoARA)¹.

Values

The National Chapter and its activities shall be characterised by openness and inclusiveness.

Members and Participants

All Swedish organisations that have signed the Agreement on Reforming Research Assessment (ARRA)² and are members of CoARA are welcome as *members* of the National Chapter. Other organisations are welcome to attend meetings and working groups as *participants*. Representatives of *members* and *participants* may register by contacting the coordinator of the Steering Group at the SUHF³ Secretariat.

Steering Group

The National Chapter is led by a Steering Group.

The Steering Group consists of:

- a chair representing universities and other higher education institutions through SUHF
- two vice-chairs representing other member organisations, one of whom must be from a research funder
- three to five members comprising the chairs of working groups and representatives from various member organisations
- a coordinator from SUHF

Only representatives from Swedish organisations that have signed the ARRA and are members of CoARA can be elected to the Steering Group. No organisation should have more than one Steering Group member, and the greatest possible diversity in terms of organisation type, geographic representation, and gender should be aimed for.

The Steering Group members are appointed at the Annual Meeting by the member organisations of the National Chapter through their representatives. The term of office for the chair, vice-chairs, and members is two years, with the possibility of re-election for an additional two years.

The Steering Group meets at least twice a year, either physically or digitally.

¹ <https://coara.eu/>

² <https://coara.eu/agreement/the-agreement-full-text/>

³ <https://suhf.se/>

The responsibilities of the Steering Group include:

- supporting the working groups and their chairs
- establishing and facilitating communication between the European, intergovernmental, and national levels, for example, through a digital collaboration platform and regular newsletters
- organising an annual conference for knowledge exchange
- hosting an Annual Meeting for all members
- monitoring international developments within CoARA
- exploring funding opportunities for the initiative
- annually updating information about the National Chapter at www.coara.eu.

If needed, the Steering Group may appoint a temporary group to carry out specific assignments.

Working Groups

The National Chapter shall include working groups. These working groups are appointed at the Annual Meeting and serve a term of two years. The main purpose of the working groups is to exchange experiences, identify good practices, and develop best practices within their specific areas.

The working groups shall operate with openness and inclusiveness, and participation is open to all universities, other higher education institutions, research funders, and other relevant organisations. However, no more than two participants from the same organisation should be included. It is important that the working groups reflect a broad representation of member organisations and participants.

Each working group shall:

- define the group's objectives in a two-year plan
- decide on the content, implementation, and frequency of its own meetings
- manage its own administration, documentation, and communication
- conduct horizon scanning relevant to the group's objectives, expectations, and plan

Each working group is led by a chair who is a member of the National Chapter's Steering Group. The chair of the working group shall:

- appoint a vice-chair
- lead the group's work in accordance with the Terms of Reference
- report back to the Steering Group
- provide a brief report on the group's activities and progress at the Annual Meeting
- contribute to effective communication with other international and national working groups within their area of responsibility

International Relations

An important part of the National Chapter's work is to stay informed about international developments related to CoARA. This includes establishing and maintaining relationships with other National Chapters, as well as participating in working groups within the international collaboration of CoARA. The chair of the Steering Group is responsible for

ensuring the participation of the Swedish National Chapter in the National Chapter Exchange Forum.

Documentation, Communication, and Reporting

- Communication within the National Chapter primarily takes place through a shared digital collaboration platform to which all members and participants are invited.
- Information about the National Chapter's activities is documented and communicated via the digital collaboration platform.
- Newsletters, updates, and an annual report are distributed to all members and participants.
- Information about the National Chapter is updated annually and available at <https://coara.eu/>.
- The written working language of the National Chapter is English.

Funding

Each member organisation and participant is responsible for covering their own costs in relation to hours worked and travel within the framework of the National Chapter.

Follow-up

The progress and objectives of the CoARA National Chapter and its working groups are reviewed at the annual conference.

Contact Information

For questions or to express interest in membership of, or participation in, the National Chapter, please contact Lars Alberius: lars.alberius@suhf.se.